

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

011708-OSP

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of State Publishing		POSITION NUMBER (Agency - Unit - Class - Serial) 307-700-1780-006	
UNIT NAME AND CITY LOCATED Digital Print & Mailing, Evenings - Sacramento		CLASS TITLE Mailing Machines Operator II	
WORKING DAYS AND WORKING HOURS Monday through Friday 2:25 p.m. to 10:30 p.m.		SPECIFIC LOCATION ASSIGNED TO 1050 Richards Blvd, Sacramento, CA 95811	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 307-700-1780-006	
<p>YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.</p>			
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under general direction of a Associate Printing Plant Superintendent, the incumbent is the expert/specialist for the series. On a full-time basis, provides the operation and maintenance of mailroom equipment that processes large volumes of outgoing United States Postal Service (USPS) and other carrier mail.</p>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
35%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The performance of the duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing (OSP) operations manual directives of Government Code, CA Code of Regulations and the State Administrative Manual.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to set-up and operate the most complex multi-functional machinery following OSP procedures:</p> <ul style="list-style-type: none"> Assist the mailing function by setting up operate and maintain: mailing machines, inserting machines, electronic postal scales, labeling machines, folding machines, strapper machines, adding machines, including Pitney Bowes Inserters, Bell & Howell inserters, Kirk-Rudy labeler, Phillipsburg flat/letter inserter, Prism Ink Jet Systems, APEX and VariSort letter and flat sorters and United Parcel Service (UPS) on-line Computer Systems. 		
35%	<p>In order to apply (and have knowledge of) USPS Postal and UPS regulations, rates, size and weight limitations, qualifying types of documents and zone limitations/locations following the required legal procedures:</p> <ul style="list-style-type: none"> Aware of ZIP sorting techniques and their proper application. Read and interpret difficult job instructions from numerous customers and follow each job through to the completion. Label, sort, weigh, insert, package and meter all materials for shipment via USPS mail and United Parcel Service. Bundle, bag, tray and label materials for various types of non-metered mail including presorted mail, 1st class permit, periodicals, presort standard, nonprofit permit, bound printed matter. Complete necessary paperwork that accompanies the mail to the USPS Office or Presort vendor; prepare for the transportation or delivery of out-going mail to the USPS and/or the UPS. Perform verification process to ensure accuracy of Child Support Enforcement (CSE) and other sensitive mail. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	
		DATE	
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	
		DATE	

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15%	Essential Functions (continued) In order to perform personal computer (PC) operations and necessary duties by maintaining quality control on a continuing basis to ensure the completion of the unit's mission following OSP guidelines: <ul style="list-style-type: none"> • Input data and generate PC reports. • Prepare daily/monthly unit reports, resolve customer problems/situations and act as a liaison with customer coordinators. • Log, schedule and track jobs and estimate the time of completion. • Resolve spoiled postage, address corrections. • Process the presort invoices and logs. • Provide production billing data and the communication of information.
10%	Complete the required daily and monthly forms, logs and reports for postal meter readings, billings, production data and control of materials/items processed by utilizing machinery in-put totals in order that the mailing information will be available for OSP management's review and knowledge according to OSP procedures. Report to the supervisor procedural discrepancies or inquiries.
5%	MARGINAL FUNCTIONS Act as back-up to the supervisor utilizing experience in order to train employees, provide job guidance, when required, following OSP office policy.
	Overtime may be required due to job requirements such as but not limited to the Governor's Budget, the Legislature and contractual client obligations during peak period work loads. KNOWLEDGE AND ABILITIES Knowledge of: Postal regulations related to postage; types of mail; zip code sorting techniques; the operation and maintenance of mailing machines and related equipment. Ability to: Carry out oral and written directions; learn rapidly the operating details of mailing machines and related equipment; operate, adjust and maintain equipment in good operating condition; meet deadlines; read and write at a level required for successful job performance; maintain records; and work well with others.
	SPECIAL PERSONAL CHARACTERISTICS <ul style="list-style-type: none"> • A mechanical aptitude and interest in machinery. • Neatness; orderliness; alertness; manual dexterity. • A willingness to follow a prescribed routine. • Ability to stand for long periods of time and work in noisy surroundings, and good eyesight.
	REQUIRED QUALIFICATION: <ul style="list-style-type: none"> • A Live Scan fingerprint check may be required. • Medical examination (Std. 610) may be required.
	DESIRABLE QUALIFICATIONS Special Personal Characteristics <ul style="list-style-type: none"> • Knowledgeable of basic computer applications and specific Mass Mail/Bindery programs to perform the duties of the position. • Ability to work all shifts (days, evenings or nights) weekends, holidays, and overtime.
	Interpersonal Skills <ul style="list-style-type: none"> • Must demonstrate the ability to work effectively as a team member with co-workers, management and customers. • Work cooperatively and interact courteously with all levels of staff, customers, and vendors, maintain good customer and employee relations. • Understand and follow DGS, OSP policies and procedures; and the U.S. Postal and GSO regulations at

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	<p>all times.</p> <ul style="list-style-type: none"> Understand written and verbal instructions and communication. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> Be at your respective workstation ready for work at the starting time of your shift, as well as returning from breaks and lunch. Efficiency, conscientiousness and professionalism. Maintain an organized work area including storage of equipment, supplies and personal belongings. Appropriate dress according to office environment and proper office decorum. Requires working in a noisy and dusty industrial facility. <p>Physical Abilities:</p> <ul style="list-style-type: none"> Requires the ability to stand, climb, pull, bend and stoop. Ability to move or exert up to 38 pounds of force occasionally. Clarity of vision sufficient to perform the duties of the position. <p>Mental Abilities: Requires the ability to handle stress and deadlines.</p> <p>Safety:</p> <ul style="list-style-type: none"> Follow all OSP safety rules and procedures. Promote safe work practices by all employees. Promote a safe working environment for all employees. Incumbent will follow HAZMAT/Volatile Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation. Do not attempt to operate equipment, use materials or perform a new task until the associated safety hazards and methods have been explained to you. Never alter or modify original tools or equipment. Make sure you know how to properly use and maintain any required protective equipment and always use when required. Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all times. If you see a safety hazard, inform your co-workers, and notify your supervisor immediately. Clean up liquid or material non-hazardous spills immediately after placing the appropriate signs in all approaching walkways until the area is hazard-free. Report "close calls" or "near misses" to your supervisor; close calls and near misses are accidents that almost injure someone including you.